



How-to Guide:

Add Individual Memberships to Student
Accounts



Individual Memberships help students build independence by allowing them to find and access books on their own from the full Bookshare collection in addition to books assigned by Sponsors. They also allow students to take their Bookshare memberships with them when they transition to different schools or out of school.

Individual memberships are FREE for all qualified US students of any age through support of the US Department of Education, Office of Special Education Programs.

Add Individual Memberships to Existing Organizational Members

- 1) Log in to your Bookshare account and go to the "Members" link on your "My Bookshare" page.

The screenshot shows the 'My Bookshare' homepage. On the left, there's a sidebar with a list of links: 'My History', 'My Reading Lists', 'Members' (which is circled in red), 'Sponsors', 'Upload Roster', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area has a 'Welcome Tanya Teacher' message. Below it are sections for 'Recent News' with links to 'Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life' and 'Dyslexia Doesn't Slow Ryan Down'. At the bottom are three buttons: 'Read Our Books in Braille' (green), 'Get Answers in the Help Center' (orange), and 'Help Students Access Books' (blue).

- 2) Students who already have Individual Memberships will be marked "Org + Individual" on the member roster.

The screenshot shows the 'Manage Members' page. On the left, there's a sidebar with the same list of links as the homepage. The main area is titled 'Members' and shows a table of student records. The table has columns for Edit, First Name, Last Name, Username, District + School, Grade, Quicklist, Birth Date, Membership, Qualifying Disability, and Plan. One row in the table is highlighted with a red box around the 'Qualifying Disability' column, which contains the text 'Org + Individual'. At the bottom of the table are buttons for 'Add Member', 'Add to Reading List', and 'More Actions'.

	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Bookshare	Ben	BenBook2	—	8	-	05/15/2008	Organization	Learning	
<input type="checkbox"/>		Jane	Doe	JaneyDoe	Smith District	10	Yes	06/23/2004	Organization	Visual	
<input type="checkbox"/>		Sally	Doe	SallyDoe	—	8	Yes	05/05/2009	Organization	Learning	504
<input type="checkbox"/>		Sally	Smith	mouse@mail.org	Demo District Sample School	5	-	05/09/2010	Org + Individual	Learning	
<input type="checkbox"/>		Sally	Smith	SallySmith123	—	9	Yes	02/15/2006	Organization	Learning	

- 3) Place a check mark next to the member(s) to whom you wish to add an Individual Membership and select “Add Individual Membership” under the “More Actions” dropdown box.

The screenshot shows the 'Manage Members' section of the Bookshare website. On the left, there's a sidebar with links like 'My History', 'My Reading Lists', 'Members', etc. The main area is titled 'Members' with icons for users, documents, and clouds. It says 'Members are students or clients who have a qualifying reading barrier. For more information visit [Adding Students and Sponsors](#)'. Below this are filters for 'District', 'School', and 'Sort' options. A table lists six members with columns for First Name, Last Name, Username, District + School, Grade, Quicklist, Birth Date, Membership, Qualifying Disability, and Plan. The second member, 'Jane Doe', has a checked checkbox in the first column and is circled in red. At the bottom, there are buttons for 'Add Member', 'Add to Reading List', and 'More Actions'. A dropdown menu from 'More Actions' is open, showing 'Add Individual Membership' and 'Increment Grade Level', with 'Add Individual Membership' also circled in red.

	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	Edit	Bookshare	Ben	BenBook2	—	8	-	05/15/2008	Organization	Learning	
<input checked="" type="checkbox"/>	Edit	Jane	Doe	JaneyDoe	Smith District —	10	Yes	06/23/2004	Organization	Visual	
<input type="checkbox"/>	Edit	Sally	Doe	SallyDoe	—	8	Yes	05/05/2009	Organization	Learning	504
<input type="checkbox"/>	Edit	Sally	Smith	mouse@mail.org	Demo District Sample School	5	-	05/09/2010	Org + Individual	Learning	
<input type="checkbox"/>	Edit	Sally	Smith	SallySmith123	—	9	Yes	02/15/2006	Organization	Learning	

- 4) You can send an email to the parent/guardian (or student if over 18) with a link for completing an online form, or you can download and print a form with instructions on how to sign up.

Option 1: Request a new Individual Membership

For members who **currently do not have an Individual Membership**:

- You may want to start out by adding a username and password to the Organizational Member's account so he or she can access books via Bookshare Web Reader. [Learn more](#)
- If the member also wants to read more independently, adding an Individual Membership to this account is the next step.

Please note that the individual account information is completely filled out online now, not via a paper form.

- For the quickest processing, you can email a link to the agreement completion form directly to the student's parent/guardian (for members under 18 years of age) or to the student (if 18 year and older).
- You can also print instructions to send home to the parent/guardian or student by choosing the "download" option. These instructions are personalized, so please make sure that you are giving it to the correct student.
- If any assistance in completing this form online or a paper form is required, please [contact us](#).

First Name	Last Name	Grade	Birth Date	Option	Email Address
Jane	Doe	6	06/30/97	Send email ▾	

[Send me a copy of the email](#)

[Submit](#)

- 5) When the email option is selected, parents/guardian (or member over 18) receive an activation email and select the link to "Complete Individual membership application online.

Wed 4/25/2018 3:37 PM

Bookshare Support <support@bookshare.org>

Sign up for an Individual Bookshare Membership (Activation ID: 58325JaneDoe)

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

As you may know, Jane Doe uses a resource called **Bookshare** (www.bookshare.org) to get accessible digital books and reading tools for school. This service is free through an award from the Office of Special Education Programs, U.S. Department of Education, and students have access to titles that their teachers assign to them. Student Members can also use Bookshare independently for free, getting access to hundreds of thousands of titles and free reading tools to assist with homework or independent pleasure reading. We encourage you to complete the following steps to begin using Bookshare anywhere, anytime:

1. [Complete the Individual Membership application online](#) and enter your personalized Activation ID in the appropriate field: **58325JaneDoe**
2. Read and agree to the Bookshare Member Agreement online.
3. If the form cannot be completed online, [contact Bookshare](#) to learn how to submit a paper form.

If Jane Doe already has an Individual Bookshare Membership, you do not need to create a new one. Please contact Lara Rondberg and request to link the existing membership to the organization. Make sure to also include the email address associated with the existing Individual Membership.

6) Parent/Guardian completes the required fields.

I confirm that this account is for a person with a [Print Disability](#), and will be able to provide Proof of Disability from a competent authority.*
 Yes
 No

Fields marked with * are required.

Please enter information about the person who will be using Bookshare. If that person is under the age of 18, only the persons parent or legal guardian may accept the terms of the Bookshare Agreement. Fields or responses marked with * are required.

Member Information

Member First Name *

Member Last Name *

Country *

Address line 1 *

Address line 2

City *

State/Province *

Zip or Postal Code *

Phone

Member Email (Username) *

Confirm Email *

Password (8-32 letters or numbers, at least 1 letter and at least 1 number)
 *

Confirm password *

Birth Date (mm/dd/yyyy) *

Activation ID requires a valid birth date.

Activation ID (optional)

U.S. Student Status

Is this person a U.S. student?
 Yes
 No

- 7) There is an option for parents to allow the Sponsor to manage the account. This enables Sponsors to reset student's password and/or update account information if necessary. This option is selected by default but can be unselected. Lastly, parents provide a digital signature and select "Create Account."

Sign Up for a Bookshare Account

Student Status > Member Info > Signature

Account Management

Allow Teachers or Staff at my school or district to manage my account

Applicant's Digital Signature ⓘ

Listed below are some of the most important aspects of the [Bookshare Individual Membership Agreement](#). By accepting the agreement, you are agreeing to the complete Terms and Conditions of this agreement.

- The Accessible Media is only for use by the person with a [bona fide print disability](#).
- I acknowledge that Accessible Media cannot be shared with other people.
- There are consequences for copyright violations, including termination of this account.

I acknowledge that I am digitally signing the complete [Terms and Conditions](#) of this agreement.

I acknowledge that I am the parent or legal guardian for this person.

Name

Date 08/03/2019

Create Account

The student can now log in with the user name and password associated with this account and start reading!